

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Joint Team Review (JTR) for Contract Negotiation

I hope this message finds you well. As we prepare to enter discussions regarding the [specific contract name or project], I would like to propose a Joint Team Review (JTR) meeting to align our objectives and clarify expectations.

To facilitate our negotiation process, I recommend we focus on the following key areas:

1. [Key Area 1]
2. [Key Area 2]
3. [Key Area 3]

Please let me know your availability for the JTR meeting within the next [time frame, e.g., two weeks], so we can finalize a date that works for all parties involved.

Thank you for your attention to this matter. I look forward to your response and to a productive negotiation process.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Company]